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## ***Total Compensation***

### ***RETIREMENT REVIEW***

#### ***THE RATINGS GAME: RESEARCH TOOLS TO HELP YOU MAKE THE RIGHT INVESTMENT DECISIONS***

*Content contributed by GreatWest Retirement Services.*

When you make an investment, there is no shortage of people around to give you their advice and opinions: your relatives, your friends, even your co-workers. But many investors seek out the opinions of neutral third parties. There are many firms that rate mutual funds and they all use different methods to determine their rating. [Entire Article...](#)

## ***Business Risk and Loss Control***

### ***BUSINESS TRAVEL SAFETY – METH LABS: WHAT YOU SHOULD KNOW***

*Brenda M. Hardwick, ALCM, CPIW*

Most state employees who travel on state business usually don't think about who was staying in their hotel room before they arrived. In today's world of transient drug making activity, that innocence is a thing of the past. Frequently hotel and motel rooms are now used as methamphetamine (Meth) labs. Meth labs are dangerous while operating, and remain dangerous after the "cooks" are long gone. [Entire Article...](#)

### ***BABY BOOMERS IN THE WORKFORCE: THE NEXT GREAT WAVE?***

*Terri Gorman, LCSW*

Baby Boomers, the moniker assigned to 76 million individuals, share one simple statistic: a birth date between 1946 and 1964. By sheer magnitude Boomers have set the trends, reshaped conventions, driven the market, and maintained enormous influence on the world's economy.

Boomers are considered the largest consumer group in the history of the United States. This is not only attributed to population size, but is also based on value systems, financial means, and lifestyle choices. In 2008, the eldest Boomers graduate to a new milestone guaranteed to change the world as we know it: retirement. [Entire Article...](#)

## ***Workforce Planning***

### ***DISCRIMINATION: INSIST ON FLUENT ENGLISH ONLY IF THE JOB REQUIRES IT***

*This article is reprinted from the National Institute of Business Management – Employment Law.*

It's clear that you can require bank tellers and phone salespeople to speak fluent English. But, can you make the same demand of a construction worker or dishwasher?

In many cases, it makes good business sense to require employees to communicate effectively in clearly spoken English. But the EEOC is warning that overly broad policies will violate federal national-origin discrimination law. [Entire Article...](#)

### ***CHANGES TO EEO CLASSIFICATIONS***

EEO Reporting requirements have changed. As a part of our continued compliance with the Federal regulations, DHR has embarked on a two-phase project. The first phase of the project consists of changing the classification codes that are used in the EEO-4 report. The second phase of the project consists of revamping the application and systems used to collect EEO data. [Entire Article...](#)

## ***General Announcements***

### ***JOB EVALUATION & COMPENSATION PCP SCHEDULED***

The Division of Human Resources Compensation Unit will present the two-day personnel certification course (PCP) in Job Evaluation and Compensation July 17-18 in Denver. The class will **begin at 9:00 a.m. on Tuesday, July 17** and will be held in Room 220 at 1313 Sherman St., Denver. The course will continue on **Wednesday, July 18 and finish by 3:00 p.m.** Attendees should call or email Paula Manzanares at 303-866-2391 or [paula.manzanares@state.co.us](mailto:paula.manzanares@state.co.us) to reserve a spot in the class. Other questions about the course, accessibility, or parking should be referred to Travis Engelhardt at 303-866-4252 or [travis.engelhardt@state.co.us](mailto:travis.engelhardt@state.co.us).